

LEADERSHIP TEAM MINUTES

Wednesday, February 12th, 2025

February 2025 Attendance

Member List	39 in attendance
Dr. Wendi Tostenson – <i>Chair/President</i>	X
Karen Waller – Executive Administrative Assistant to the President	X
Nancy Batson – Internal Auditor	X
Dr. Terri Day – VP for Academic Affairs	X
Brett Stoller – VP for Business and Finance	X
Dr. Emily C. Short – VP for Student Services	X
Greg McCalley – VP for Research, Assessment, and Special Initiatives	X
Karen Mitchell – VP for Resource Development	X
Lori Cutrell – VP for Human Resources	X
Nick Bishop – VP for Economic Development and Regional Centers	X
Duane Berry – AVP for Academic Affairs	X
Dr. AnneMarie McKee – AVP for Student Services	X
Dr. Walter Tarver – AVP for Student Success	X
Charlotte Soporowski – AVP for Business and Finance	X
Tim Amyx – Registrar/AVP for Strategic Enrollment Systems	X
Jason King – Chief Information Officer	X
Joe Pennington – Chief of Campus Police	X
Shane Talbott – Dean, Math and Science	X
Dr. Erin Mann – Dean, Humanities and Fine Arts	X
Kim Christmon – Dean, Health Sciences	X
Cassie Koester – Dean, Nursing	X
Dr. Rhonda Gregory – Dean, Social Science and Education	X
Kevin Blankenship – Dean, Business and Technology	X
James Roberson – Sr. Director of Workforce Development	X
Will Newman – Sr. Director of Plant Operations	X

Member List (continued)	
Leah Balli – Sr. Director of Admissions/Strategic Enrollment Systems	X
Mike Powell – Sr. Director of Upper Cumberland	X
Dan Whicker – Director of Marketing	X
Lori Richards – Director of Cookeville Center	X
Meredith Young – Springfield Center Director	X
Sheila Jessup – Director of Payroll and Benefits	X
Tiffany Summers – Director of Financial Aid	A
Jennifer Johnson – Director of Admissions	X
Terry Bubbs – Director of Advising	A
Michelle Boyd – Director of Plant Operations	X
Bobby Hudson – Director of Athletics	X
Becky Frank – Director of Library Services and Learning Resources	X
Deb Moore – Faculty Council Speaker	X
Allison Marberry – Admin of Training and Development	A
Alison Webster – Development Officer	X
Billy Dye – Assistant Dean/Biology Faculty	X
Len Assante – Assistant Dean/Communication Studies Faculty	A
Greg Lyons – Bursar	X
April Corkin – Coordinator of Purchasing and Contracts	A
Amy Hoffman – Grants Administrator	A
Joshua King – <i>Recorder</i> /RASI Data Technician	X

February 2025 Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:30 AM)	Leadership Team called to order at 9:30 AM on February 12th, 2025 .	
REVIEW OF PRIOR MEETING MINUTES (9:33 AM)	<p>Deb Moore reviewed the minutes from the last Leadership Team meeting.</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Greg Lyons • Second: Kevin Blankenship • Motion carried to approve prior meeting minutes. 	<p>Motion carried to approve prior Leadership Team minutes.</p> <ul style="list-style-type: none"> • Motion: Greg Lyons • Second: Dr. Kevin Blankenship
POLICY REVISIONS (9:34 AM)	<p>Policy Revisions:</p> <ul style="list-style-type: none"> • III:11:12 Student Organizations Policy <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Michelle Boyd • Second: Tim Amyx • Motion carried to adopt III:11:12 Student Organizations Policy. 	<p>Motion carried to adopt III:11:12 Student Organizations Policy.</p> <ul style="list-style-type: none"> • Motion: Michelle Boyd • Second: Tim Amyx
GRANTS MANAGEMENT GUIDE AND INTEREST APPROVAL FORM (9:35 AM)	<p>Greg McCalley (on Amy Hoffman's behalf) provided an update on the Grants Management Guide and Interest Approval Form based on feedback from the prior Leadership Team meeting.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • This is the second iteration of the guide and approval form. • Dr. Terri Day asked for the Grants Management Guide to contain the grants process flow that was presented during the last meeting. • The PDF for the Interest Approval Form is fillable, so it can be digitally filled out. 	<p>Motion carried to approve the updated Grants Management Guide and Interest Approval Form.</p> <ul style="list-style-type: none"> • Motion: Brett Stoller • Second: Walter Tarver

	<p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Brett Stoller • Second: Walter Tarver • Motion carried to approve the new Grants Management Guide and Interest Approval Form. 	
<p>SENIOR DIRECTOR OF WORKFORCE DEVELOPMENT INTRODUCTION (9:38 AM)</p>	<p>James Roberson, the new Senior Director of Workforce Development, introduced himself to the Leadership Team.</p> <ul style="list-style-type: none"> • OSHA, Workforce, and Apprenticeships will report to James. • When departments communicate with employers, James should be involved in the process. <ul style="list-style-type: none"> ○ This can prevent employer fatigue, so people are not revisiting the same employer too frequently. • More Workforce Development information will follow next month. 	
<p>EMERGENCY MANAGEMENT PLAN (9:50 AM)</p>	<p>Chief Joe Pennington discusses the rigidity of the Emergency Management Plan regarding drills. Pennington requests to extend the acceptable time range to ensure that various events remain unimpacted by the drills.</p> <ul style="list-style-type: none"> • The plan requires the drills to occur during the fifth week of the spring semester. • Various events occurring during the fifth week cause difficulties in scheduling the drills. <p>Chief Pennington requested the college do either of the following:</p> <ol style="list-style-type: none"> 1. Make the drill dates public, so employees can avoid scheduling tests, high-volume events, etc. on drill dates, or, 2. Extend to the window where the drills can be conducted in one to two weeks. There is only one one-week window during the fifth week of the semester. <p>Chief Pennington also requested to postpone the Spring 2025 drill by one month to ensure that the building coordinator training can be conducted.</p>	<p>Motion carried to postpone the upcoming drill by one month and to provide the exact date of safety drills going forward.</p> <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Kim Christmon

	Outcome: <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Kim Christmon • Motion carried to postpone the upcoming drill by one month and to provide the exact date of safety drills going forward. 	
IT SECURITY TRAINING REMINDER (10:32 AM)	Jason King notified the Leadership Team that not all employees have completed their NINJIO Cybersecurity training. Jason asked the Leadership Team to remind their employees to complete the training.	
ESPORTS (10:38 AM)	<p>Dr. Kevin Blankenship shares his research on student success and retention and provides some information about how structured eSports has benefitted college retention for other schools.</p> <ul style="list-style-type: none"> • Walters State, which had an eSports cohort of 85 students, saw a 100% persistence rate for all 85 students. • Students were able to use eSports as a retreat but were also held accountable for competing (due to GPA requirements.) • eSports is an excellent opportunity to boost student engagement, but it will require Vol State to be intentional in its decision-making. <p>Discussion:</p> <ul style="list-style-type: none"> • eSports is a club at Vol State, although it is loosely structured. • Equipment should be stationary at an eSports location on campus. • Should the club be for students or the whole community? • The processes and procedures heavily change depending on whether the eSports group is a club or a team. • The club should first be made focused and successful before attempting to create a team. 	
FACULTY/STAFF SALARY PLAN TRANSPARENCY (10:52 AM)	Dr. Terri Day stated that Academic Affairs is focusing on pay transparency to enable faculty to know their division's median pay scale.	

	<ul style="list-style-type: none"> • This will not show the max, because Tennessee does not block cost of living raises due to reaching the max salary. • The next step of this process would be doing the same thing for staff. 	
CHIEF OF STAFF POSITION (10:55 AM)	A new Chief of Staff position is being created to help new employees learn “How to Vol State.” The training will be separate from the regular HR orientation. The Chief of Staff role is responsible for ensuring smooth communication between various departments and aiding in more successful collaboration efforts.	
ADJOURNMENT (11:01 AM)	Chair Dr. Tostenson ended the meeting at 11:01 AM .	

The following activities were completed over Outlook on 02/13/2025:

TOPIC	DISCUSSION/ANNOUNCEMENT/SUGGESTION/CONCLUSION	ACTION/FOLLOW-UP
FIVE-YEAR DRILL DATE PROPOSAL	<p>A vote for the five-year drill proposal occurred over Outlook starting on February 13th, 2025.</p> <ul style="list-style-type: none"> • Proposed safety drill and building coordinator review dates from 2025 – 2030. <p>Outcome:</p> <ul style="list-style-type: none"> • 24 voting members of the Leadership Team voted “Yes” for revision of the policy, which is a majority vote. • All remaining Leadership Team members did not cast a vote. 	24 voting members of the Leadership Team voted “Yes” on Outlook for the revision of the policy, which is a majority vote. Proposal approved.